



# UNITED STATES ARMY CONTRACTING COMMAND, EUROPE

## DoD Government Purchase Card Tutorial

The Department of Defense has mandated new training for all Government Purchase Card stakeholders as stated in the memorandum dated September 27, 2002 and signed by Deidre Lee, Director of Defense Procurement.

The mandatory ***Government Purchase Card (GPC) Tutorial***, presented by the Defense Acquisition University (DAU), is a web-based training module located at <http://clc.dau.mil>

**The training MUST be taken by all new cardholders, approving officials, billing officials and agency program coordinators. The training is mandatory and must be completed before cards will be issued or duties assumed.** All current card holders and billing officials must complete the tutorial as part of the required refresher training within 60 days of notification from the Agency Program Coordinator.

The DAU Government Purchase Card Tutorial is the first part of a two part Purchase Card Training program. The second part being the training provided at the local level to reflect Military Departments, command, agency and local restriction and procedures. **The on-line tutorial MUST be completed prior to attending the local training provided by the Regional Contracting Office (RCO).**

**A course description and instructions for completing the on-line registration and accessing the course are provided on the following slides.**

If you need assistance contact the GPC A/OPC at RCO Wuerzburg at DSN 351-4216.



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## DoD Government Purchase Card Tutorial – Cont'd

**Description:** This self-paced course is comprised of ten lessons that present the mandatory requirements and other guidelines to consider and apply, as appropriate when utilizing the Government Purchase Card. The DoD Government Purchase Card Tutorial was developed in order to train Government Purchase Cardholder and Billing Official nominees to be at ease with using the Government Purchase Card.

This course is a prerequisite to the cardholder's respective agency specific GPC training provided at the local level that must be completed prior to issuance of the Purchase Card.

The average cumulative time for course completion is four seat hours. You may take this self-paced course over time, with the ability to return to the last page you accessed. The course includes periodic review questions and a post-test. **The post-test requires a minimum score of 70%** and may be taken as many times as necessary to obtain a passing score.

**A certificate of completion is available at the conclusion of a successful post-test.** Upon earning the certificate, it is available anytime on-line in your personal student transcript. Student transcripts are found on-line in the Administration Building / Student Records / Student Transcripts. Select the course title hyperlink to obtain the certificate.

**New cardholders and billing officials must bring the certificate with them to the class held at the RCO to be able to attend the class.**





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## Welcome to the CLC!

The Mission of the CLC is to provide a single portal for easy access to a multitude of continuous learning opportunities, performance support and information. This will help you, as a member of the Acquisition Community, fulfill the requirement of 80 continuous learning points every two years. Check back often. We are constantly changing to meet your needs. Need Assistance? Contact the DAU CLC team at [TeamCLC](#).

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**DAU Website - <http://clc.dau.mil>**

**CLICK ON REGISTER TO CREATE A STUDENT ACCOUNT**



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**REGISTER**

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**Establish Login & Password**

To begin registration, select a Login, Password, and Alternate Password. Your Login, Password, and Alternate Password should all consist of at least four letters and/or numbers. Your Password and Alternate Password are case-sensitive.

Conference Center >

If you forget your Password, you may have it sent to the email address you will specify later in the registration process by supplying your Alternate Password.

Learning Center >

Library >

Login

Password

Confirm Password

Alternate Password

Confirm Alternate Password



Continue >>

**CREATE YOUR OWN LOGIN AND PASSWORD – THEN CLICK CONTINUE**



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**Select Organization**

Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization. If your organization is not available via these menus, specify an **Other Organization** and click **Select**.

Conference Center ▶

Learning Center ▶

**Root Organization:**

Auditing

Expand

Select



Library ▶

**Other Organization:**

Select



**IDENTIFY YOUR ORGANIZATION – IF NOT LISTED IN THE DROP DOWN MENU,  
ENTER IT IN THE BLOCK LABELED “OTHER ORGANIZATION” – THEN CLICK  
ON “SELECT”**



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As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with \*.

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\* First Name:

\* Last Name:

\* Email Address:

☒ *Send me updates and notification of content changes at this email address.*

\* Title:

Address 1:

Address 2:

City:

State:

Province/Other:

Zip:

Country:

Phone:

Fax:

Manager's Email:

☒ *Make this information available to others in the User Directory.*



Continue >>

Reset

**FILL IN THE BLANKS AND  
THEN CLICK "CONTINUE" –  
TYPE YOUR FULL NAME  
AS YOU WANT IT TO  
APPEAR ON YOUR  
CERTIFICATE**



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Select a function

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Login ▶ **REGISTER**

Register ▶ **Successfully Completed**

**Congratulations XXXXXXX!** You are now a registered user of the Defense Acquisition University's Continuous Learning Center. We hope you find the site personally and professionally rewarding.

Learning Center ▶ Select **Next** to go to the Campus Map. You can always receive navigation help through the Help function on the toolbar from any location within the site.

Library ▶



Next

**YOU ARE NOW REGISTERED AS A STUDENT. CLICK "NEXT" TO GO TO THE MODULE WHERE YOU SIGN UP FOR THE CLASS.**





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CLICK ON "LEARNING CENTER"





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[Course Bookmarks](#) | [Course Information & Access](#)

CLICK ON "COURSE INFORMATION & ACCESS"



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## LEARNING CENTER

### Course Information & Access

Topic: All

Keywords: DOD PURCHASE CAR

All Words

Search

Select a topic and type in keywords, then click **Search**. From the resulting list of courses, click the **Icon** to the right of the module for additional information. Click the title of a self-paced course to start the course.

**IN THE "KEYWORDS" BLOCK TYPE IN DOD PURCHASE CARD AND CLICK ON SEARCH**



= Self-Paced Modules



= Briefings



= Other

1 module found



[DoD Government Purchase Card Tutorial](#)



**AFTER YOU CLICK THE SEARCH BUTTON, YOU WILL SEE THE LINK TO THE DOD GPC TUTORIAL – CLICK ON THE LINK TO ENTER THE COURSE MATERIAL.**



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## DoD Government Purchase Card Tutorial

### Description:

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This course is to be supplemented with the cardholder's respective agency specific Government Purchase Card training prior to issuance of the Purchase Card.

The average cumulative time for course completion is four seat hours. You may take this self-paced course over time, with the ability to return to the last page you accessed. The course includes periodic review questions and a post-test. The post-test requires a minimum score of 70% and may be taken as many times as necessary to obtain a passing score. A certificate of completion is available at the conclusion of a successful post-test. Upon earning the certificate, it is available anytime in your personal student transcript. Student transcripts are found in the Administration Building / Student Records / Student Transcripts. Select the course title hyperlink to obtain the certificate.

Meridian KSI courseware does not require any plug-ins.

Take Course

[Return to Course Information & Access](#)



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### Lesson Listing

Select a lesson, then access courseware by selecting a Learning Objective (LO). At the end of an LO, the next one will automatically begin. Return here by selecting the Menu Icon from the Courseware Toolbar.

[Return to Course Information and Access](#)

### DoD Government Purchase Card Tutorial

[Return to most recently accessed page of the course](#)

Lesson Title
<a href="#">Introduction to the DoD Government Purchase Card Tutorial</a>
<a href="#">Government Purchase Card Responsibilities</a>
<a href="#">Unauthorized Use of the GPC</a>
<a href="#">Government Purchase Card Controls and Procedures</a>
<a href="#">The Government Purchase Card Billing Cycle</a>
<a href="#">Government Purchase Card Disputes</a>
<a href="#">Government Purchase Card Efficiencies</a>
<a href="#">Documenting Government Purchase Card Purchases</a>
<a href="#">Government Purchase Card Ethics</a>
<a href="#">DoD Government Purchase Card Tutorial: Summary</a>

### Introduction to the DoD Government Purchase Card Tutorial

#### Learning Objective Title

Welcome to the DoD Government Purchase Card Tutorial

**FOLLOW THE INSTRUCTIONS TO  
COMPLETE THE COURSE. AFTER YOU  
FINISH THE COURSE TAKE THE TEST  
AND THEN PRINT OUT YOUR  
CERTIFICATE.**

**YOU MUST HAVE THIS CERTIFICATE TO  
TAKE THE COURSE AT THE RCO.**